

Colorado State Archives - Research Room Policies:

Feel free to bring the following items:

- Pencils
- Laptops
- Cell phones – *HOWEVER, please refrain from taking calls in the Research Room.*
- Digital Cameras – *Must be approved by Archives Staff. Unlimited pictures for \$10/day.*
- Loose papers, note cards, notebooks, folders – *Subject to inspection by Archives Staff upon exit.*

Please DO NOT bring the following items in the Research Room:

- Pens
- Food
- Drinks of ANY kind
- Post-it notes
- Brief cases, laptop cases, purses, backpacks, etc. – *Free lockers are available.*
- Overcoats/raincoats

Handling Records

- Keep records in the order you found them.
- All documents should lay flat on the table, away from the edge.
- Do not:
 - lean on,
 - write on,
 - write on top of,
 - create new folds in,
 - trace,
 - take apart any documents
- White, cotton gloves will be required (and provided) for handling photographic materials
- If you have any questions on how to best protect a document, do not hesitate to ask Archives Staff.

Photocopying

- Archives staff will make any and all copies you need.
- Some records (e.g. large, fragile, damaged) may require special duplication processes that increase time and cost.